

Quick Guide to
Inviting
Applicants to
Interview through
Career Connect

Inviting Applicants

RIT

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Welcome to Career Connect

Ready to recruit? Get started by exploring ways to engage our incredible students.

Log into Career Connect.

Click OCR > Applicants > Select the position

Or use the Quick Link, **View OCR Applicants**, found on the bottom of the home page.

Jobs & Internships



Create Job Posting



View Job Postings



View Applicants



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Create New Schedule Request



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View OCR Interviews



View OCR Applicants



View OCR Wait-List



Request New Information Session

Position

Social Media/Copy Editor/Graphics Specialist

Search Clear More Filters

☐ Batch Options ▾

☐ Student Name

Social Media/Copy Editor/Graphics Specialist - 16414

pending ▾

Invited

Alternate

Not Invited

☐ Student Name

Social Media/Copy Editor/Graphics Specialist - 16414

pending ▾

Change the status of each student accordingly.

Employer contacts may change the status of multiple students by clicking the box next to the students' names; select **Batch Options > Set Status**.

Additionally, a student's status can be changed individually by selecting from the **drop-down picklist** under the students' name.

Students can remain as **Pending**, chosen to be **Invited**, selected as an **Alternate**, or marked as **Not Invited**.

How are Students Notified?

After the employer contact changes the status of the student(s), a Career Connect **auto-generated email** is sent notifying students of the change in status.

The auto-generated message will be sent immediately after the student's status changes. To the right is a copy of the automated message for a pre-selected student.

Hello [name],

We are writing to inform you that you have been invited to interview for the following position:

Position: [job_title]

Employer: [name]

If interested in this position, log into your Career Connect account to schedule an interview. This position will be open until [schedule close]. Please note that interview time slots are awarded on a first-come, first-serve basis.

A few reminders:

Professional dress is required for interviews.

We strongly encourage you to participate in at least one mock interview with your Career Advisor before you begin interviewing for positions.

Please call the Office of Career Services and Cooperative Education at 585-475-2301 if you have any questions.

Good luck on your interview!

Office of Career Services and Cooperative Education
Rochester Institute of Technology

Questions?

Contact your Career Services contact or email us at
careerservices@rit.edu